

Parent Handbook

2023 - 2024



Calvary North
PRESCHOOL

and

Private Christian Kindergarten*

*not licensed by Arizona



Established as a licensed preschool

January 2012

By the Arizona Department of Health
Services

License CDC-15937

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Preschool Philosophy & Mission

What is Calvary North Preschool?

Let's start with what the preschool is NOT. It is not a daycare or babysitting service; it is not a place for your child to just learn his/her ABC's or how to count.

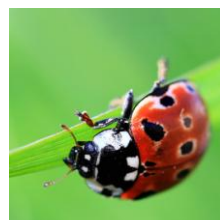
Calvary North Preschool is a place where your child:

- will be taught Christian love, grace and mercy.
- is seen as a gift from God to you and us requiring great responsibility.
- will receive quality training and instruction in life-skills from a Christian perspective.
- begins his/her academic preparation.
- will understand his/her value through our encouraging, nurturing and loving environment.
- is physically, emotionally and spiritually safe.



How?

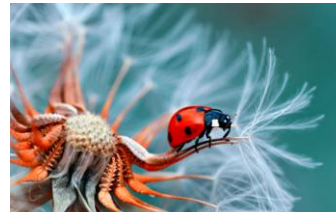
1. ...through partnership between parent and teacher/staff in molding him/her to prepare for life as an independent person through lessons taught during the day that are reinforced in the home.
2. ...through the curriculum used with Biblically based teachings for spiritual, emotional, cognitive and physical growth.
3. ...through our facility which is always a friendly, fun and fundamentally sound place because of our qualified, caring teachers.
4. ...because we accept children, not based on religion or ethnicity, but on the same unconditional partiality God has given us.



Kindergarten Philosophy & Mission

Why do parents choose Calvary Kindergarten?

- *Their child doesn't meet the September 1 age cut off for public and charter schools
- *Their child is delayed socially, emotionally and/or academically
- *Small class size (between 10-15) allows for more personalized help for their child
- *Christian perspective on the world
- *Same quality instruction in all subject matter preparing a child for 1st grade
- *Wiggly, inattentive children end up being leaders instead of the class clown due to one more year of preparation
- *Accessible teacher contact for behavior and academic updates
- *Physical safety of an enclosed campus, classroom door that stays locked, thirty-six (and more) cameras to monitor inside and outside the classrooms
- *Lower cost for private kindergarten



Our goal is to prepare your child to be confident.

Give your child tools to continue learning.

Help your child be respectful of people and property.

Show your child truth through the Christian Bible.

Program Design & Curriculum

Curriculum: Since our opening in January 2012, we have used the “Horizons” series by Alpha Omega publications. This is a Christian scope and sequenced curriculum designed for expectations at each level of learning. This curriculum along with many supplemental items, creates a well-rounded, comprehensive basis for your child’s continuing education. Horizons is taught in the 3’s, 4’s and Kindergarten (k-prep) class; the 2’s class uses a curriculum called “ABC/Jesus Loves Me”. It also covers all areas of development for this age.

Bible: The Bible based curriculum includes Bible truths, songs, and memory verses appropriate for each age level. Chapel is held once per week for 3’s, 4’s and Kindergarten classes.

Language: Visual recognition of letters, printing, sound recognition (phonetics), and writing of each alphabet letter are all covered. Older preschool children learn the beginning sounds of words and how to write and spell their names. Older preschool children will begin to blend words and recognize “sight words”. Children are read to on a daily basis and are given opportunities to journal as well as create and write their own stories.

Mathematics: Younger preschool children will learn to recognize and write numbers one through twenty. They will also learn to sort, compare, and pattern among other skills. Older preschoolers will recognize, count and write up to 100, learn money values, tell time and add and subtract among other skills.

Science: The curriculum teaches students about God’s wonderful creations. Students learn about the solar system, plants, animals, insects, birds and the world God created.

Social Studies: Children will be introduced/exposed to careers (policeman, doctor, construction worker ..); various cultures; social space concepts such as neighborhoods, states/countries; acceptance and love for all of God’s ethnic groups.

Socialization: Children will be given many opportunities to practice acceptable social behavior such as sharing, kind tone of voice, treatment of friends, taking turns, managing emotions, and accepting consequences for actions.

Art: Seasonal themes will be incorporated into projects that compliment the Bible stories, letters, numbers, science, and other educational themes. Students will use scissors, glue, crayons, markers, paints, and many other craft items.

Physical Education: Growth of small and large motor skills are targeted during your child’s day. Morning and afternoon recess includes free play on playground equipment, sandboxes, with balls, cars, in running, jumping and organized games led by teachers. Small motor skills are developed with sensory tables/bins both inside and outside the classrooms.

Who, Where and When



Where: Ministry of Calvary Chapel North Phoenix

14201 N. 32nd Street
Phoenix, AZ 85032

Preschool Office is located in the Administrative Building (building A)

Website: **CalvaryNorth.com**, click on the word “school” in top right corner

Who: **Preschool Director** – Cindy Joiner

Director office hours: 10:30 a.m. – 6:00 p.m., Monday – Friday

Assistant Director – Andrea Semintendi office hours: 7:00 a.m. – 2:00 p.m.

Preschool office: 602-992-6922, Extension 25

Cindy’s work cell: 602-706-5643

Director email: cindy@calvarynorth.com

Asst director Email: pre-admin@calvarynorth.com

When: Monday – Friday

School year 41 weeks over 10 months: August - May

Summer Session June/July: 8 weeks

Preschool office hours: 8:30 a.m. – 6:00 p.m.

Morning Extended Care hours: 7:00 a.m. – 8:30 a.m.

Preschool Class hours: 8:30 a.m. – 12:00 p.m.

Afternoon Extended Care hours: 12:00 p.m. – 6:00 p.m.



Contacts for grievances/concerns:

If there is a specific issue regarding your child, please attempt to resolve the problem with your child’s teacher. (Email provided by teacher)

If there is an issue with a teacher or assistant teacher, parents should contact the director, Cindy Joiner.

If a parent has an issue with the director, please schedule a meeting to resolve the problem. If there is not mutual resolution, parents may contact the state designated agent for Calvary North Preschool, Pastor Jesse Claycamp: pastorjesse@calvarynorth.com

Pastor’s office hours: 9:00 a.m. – 4:30 p.m., Monday – Thursday

602-992-6922, ext. 13

Class Division & Teacher/Student Ratios

Two-year old Class: Ratio: 1 lead teacher for every 8 children per class

Average class size during school year: 10 – 15 children with 2-3 teachers

Average class size during summer: 6 – 10 children with 2 teachers.

Children in this class ARE ALLOWED to wear diapers or pull-ups. Any child over the age of 2 who is still not completely potty trained must also attend this class.

Potty trained means: pull up and down clothes independently; wipe urine and feces unassisted, wash hands without assistance, nap without diaper or pull-up; feel sensation of the need to go and make it to the restroom before an accident.

Young Preschool Class: 3 year olds and young 4 year olds

Ratio: 1 lead teacher for every 13 children

Average class size during school year: 13 – 25 children with 2 teachers

Average class size during summer: 10 – 18 children with 2 teachers

Must be potty trained – no pull-ups/diapers in this class even during nap

Pre-Kindergarten Class: older 4 year olds and young 5 year olds

Ratio: 1 lead teacher for every 15 children

Average class size during school year: 15 – 28 children with 2 teachers

Average class size during summer: 10 – 15 children with 2 teachers

Private Calvary Kindergarten Class: 1 lead teacher for every 15 children

Average class size for school year: 10 – 15 with 1-2 teachers

Average class size for summer: 15 – 25 with 2 teachers

There is no age-range limit for this class; however, we prefer for the child to be 5 years old by December, 6 and 7 year olds are also eligible to attend.

(This class is not regulated or licensed by the state)



**Arizona Department of Health Services, Bureau of Child Care
Licensing**

Address: 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007

Telephone Numbers: (602) 364-2539 or (800) 615-8555

FYI: Staff-to-Child Ratios per Arizona Administrative Code, R9-5-404

<u>Age Group</u>	<u>Staff:Children</u>
2-year-old children	1:8
3-year-old children	1:13
4-year-old children	1:15
5-year-old children	1:20

We are required to be licensed as a daycare facility under Arizona Revised Statutes, Title 36, Chapter 7.1, and meet the childcare facility regulations set forth in the Arizona Administrative Code, Title 9, Chapter 5. We are a licensed childcare/educational facility and including state and local health and safety regulations, we are required to comply with laws that apply to childcare/educational institutions.

**Two year old children
and non-potty trained children regardless of age
School year August 2023 – May 2024**

NON-refundable yearly registration fee per child:
New families \$175 Returning families \$100

Hours of care	2 day rate	3 day rate	4 day rate	5 day rate
Full time 7 am – 6 pm 11 hours	\$335 Per month for 10 months	\$502 Per month for 10 months	\$670 Per month for 10 months	\$837 Per month for 10 months
Extended day 8 am – 3:30 pm 7.5 hours	\$267 Per month for 10 months	\$400 Per month for 10 months	\$534 Per month for 10 months	\$664 Per month for 10 months
Half day 8:30 am – 12:00 3.5 hours	\$259 Per month for 10 months	\$389 Per month for 10 months	\$520 Per month for 10 months	\$650 Per month for 10 months

Discounts: 15% off entire tuition for Extended Day and Full Day
 10% off entire tuition for Half day

1. Sibling discount - 2 or more children from the same family attending CNP & K
2. Active or retired Military (military ID required)
3. Active Law enforcement (police) and Firemen (ID required)

ADD early stay hours (7:00 a.m. – 8:30 a.m.) = \$15 per month

Younger Preschool Class

MUST BE POTTY TRAINED (see page 7 for definition of potty trained)

Three year olds and young four year olds

School year August 2023 – May 2024

NON-refundable yearly registration fee per child:

New families \$175 Returning families \$100

Hours of care	2 day rate	3 day rate	4 day rate	5 day rate
Full time 7 am – 6 pm 11 hours	\$323 Per month for 10 months	\$485 Per month for 10 months	\$647 Per month for 10 months	\$809 Per month for 10 months
Extended day 8 am – 3:30 pm 7.5 hours	\$267 Per month for 10 months	\$400 Per month for 10 months	\$534 Per month for 10 months	\$664 Per month for 10 months
Half day 8:30 am – 12:00 3.5 hours	\$231 Per month for 10 months	\$347 Per month for 10 months	\$462 Per month for 10 months	\$578 Per month for 10 months

Discounts: 15% off entire tuition for Extended Day and Full Day
 10% off entire tuition for Half day

1. Sibling discount - 2 or more children from the same family attending CNP & K
2. Active or retired Military (military ID required)
3. Active Law enforcement (police) and Firemen (ID required)

ADD early stay hours (7:00 a.m. – 8:30 a.m.) = \$15 per month

Four year/Pre-Kindergarten Class

MUST BE POTTY TRAINED (see page 7 for definition of potty trained)

Older four year olds and young five year olds

School year August 2023 – May 2024

NON-refundable yearly registration fee per child:

New families \$175 Returning families \$100

Hours of care	2 day rate	3 day rate	4 day rate	5 day rate
Full time 7 am – 6 pm 11 hours	No 2-day option for pre-K class	\$468 Per month for 10 months	\$625 Per month for 10 months	\$779 Per month for 10 months
Extended day 8 am – 3:30 pm 7.5 hours	No 2-day option for pre-K class	\$400 Per month for 10 months	\$534 Per month for 10 months	\$664 Per month for 10 months
Half day 8:30 am – 12:00 3.5 hours	No 2-day option for pre-K class	\$347 Per month for 10 months	\$462 Per month for 10 months	\$578 Per month for 10 months

Discounts: 15% off entire tuition for Extended Day and Full Day

10% off entire tuition for Half day

1. Sibling discount - 2 or more children from the same family attending CNP & K
2. Active or retired Military (military ID required)
3. Active Law enforcement (police) and Firemen (ID required)

ADD early stay hours (7:00 a.m. – 8:30 a.m.) = \$15 per month

Private Christian Kindergarten Tuition Rates

2023-24

For ages 4 ½* (5 by December 1) and older

*At least one year of preschool required to start Kindergarten

Hours of care	3 day rate	4 day rate	5 day rate
Full time 7 am – 6 pm 11 hours	\$450 per month for 10 months	\$601 per month for 10 months	\$749 per month for 10 months
Extended day 8 am – 3:30 pm 7.5 hours	\$385 per month for 10 months	\$513 per month for 10 months	\$638 per month for 10 months
No half day option for kindergarten	X	X	X

Discounts: 15% off entire tuition for

1. Sibling discount - 2 or more children from the same family attending CNP & K
2. Active or retired Military (military ID required)
3. Active Law enforcement (police) and Firemen (ID required)

ADD early stay hours (7:00 a.m. – 8:30 a.m.) = \$15 per month

Tuition, Fees and Penalty Payment Policies

No refunds will be given for a child's absences due to illness, school closings or vacations.

Make up days available by completing a request form (see page 29).

Options to pay:

1. Bank withdrawal: Tuition will be taken out of your checking or savings account monthly through the Brightwheel app **(\$25 fee for each decline)**
2. Credit/debit card: Tuition charged to your credit/debit card each month through the Brightwheel app **(\$25 fee for each decline)**

When to pay tuition – choose “auto pay” or “manual pay” through BW

1. Set Brightwheel billing to “auto” and tuition will be pulled in one lump sum at the end of each month
2. Don't set Brightwheel to auto, go into the billing part of the app and make payments as you like. The monthly amount must be 0 (zero) on the last day of each month.

Fees – Mandatory and penalty fees: (billed through Brightwheel)

1. **MANDATORY:** Registration fee must be paid EVERY year for each child. New families to our school pay \$175; Returning families pay reduced \$100 every year.
2. **PENALTY:** Credit card, debit card declines and insufficient funds in bank account will cause a \$25 per incident fee to be added to tuition.
3. **LATE PICK UP:** If you are more than 5 minutes late picking up your child from school (12:06 p.m.; or 3:36 p.m., or 6:06 p.m.), you will be charged \$2 per minute, per child.
4. **SIGN IN/OUT:** If you do not sign your child in/out using YOUR cell phone, code and the Brightwheel app (If a teacher or other staff member signs in/out FOR you), you will be charged \$5 per incident.
5. **DISENROLLMENT FEE:** If you choose to leave Calvary North Preschool, you **MUST** give a one week notice and pay for that week **IN FULL** whether your child attends or not.

Tuition Payment Policies Continued

Invoices and Receipts:

An invoice or bill is sent to you through the Brightwheel app every month, but not necessarily on the same day of each month. You have until the last day of the month to pay your child's full month tuition.

If you need a payment receipt for your employee reimbursement program, it can be printed from the billing portion of the BW app by clicking "statement."

If your employee reimbursement requires a particular form to be completed and signed by the director, you must PRINT the form, and drop it in the office at least 5 days before it is needed. You will be notified by Cindy when it is ready to be picked up. It will not be placed in your child's backpack. It will not be scanned and emailed back to you. You are responsible for getting it to Cindy.

FREQUENTLY ASKED TUITION QUESTIONS regarding tuition . . .

***Do I have to pay when the school is closed for holidays, or we go on vacation?**

Yes, tuition must still be paid because our budget depends on tuition; if we did not charge for every child who is absent, teacher salaries could not be paid.

***Do I have to pay when my child is sick or can we make up days of absence?**

Yes, you still pay when your child is out sick but you can request a make-up day by filling out the form (page 26) at least 48 hours before the day you'd like to have him/her attend. These must be submitted to the office.

Requests made by email, phone, in person, text or BW message will not be considered.

***What if my family will be out of the country for more than one week, but will return to finish the year?**

A \$25 per week holding fee for 4 weeks is required to insure your child's place in class upon return. The regular tuition amount will be charged after one month. The fee must be paid IN ADVANCE of your leaving.

If you decide to disenroll, but then return and desire to re-enroll, registration fees must be paid again.



**Enrollment Paperwork
Available in the Office or On-line for
preschool and kindergarten**

ALL of the following must be provided to our office **at least 48 hours prior to your child beginning class**. These forms are available in the preschool/church office or on-line at CalvaryNorth.com . . . click on “school” at the top.

1. Emergency Information and Immunization Form
2. A copy of your child’s current official immunization record or signed waiver stating that you’ve chosen not to immunize.
3. Calvary North Registration Form
4. Tuition Payment Form
5. Child Information Packet
6. Parent and Family Information Form
7. Permission form for photos, chapel and treats
8. Registration fee of
 - \$175 for “new” family to our school
 - \$100 returning family fee for each child
9. Signed parent handbook agreement form
10. Photo IDs of parents sent to pre-admin@calvarynorth.com
11. Returned parent orientation quiz (one per parent) if you missed orientation



.....
Disenrollment:

If you choose to take your child out of Calvary North Preschool or Kindergarten, a disenrollment form must be completed and turned into the office one week prior to leaving. One week of paid tuition is required.

Expulsion: If the director expels your child, you are only required to pay tuition up to the day of expulsion. We reserve the right to expel a child on the same day if behavior dictates this drastic action.

What to bring & What to leave at home

Clothing: Students should wear comfortable, weather appropriate clothing; nothing “fancy” because your child will be involved in many fun, messy projects. Jackets should be labeled with the student’s full name using a permanent marker. Students should wear athletic shoes or sandals with a back strap. No flip-flops, clogs or high heeled shoes. No clothing with suggestive images or profanity will be allowed. Female students should wear shorts under skirts or dresses.

Extra Clothing: LABEL PLEASE!! Every child should have a change of clothes left at school to include top, bottom, underwear & socks because accidents WILL happen. Soiled, wet or overly messy clothes will be placed in a plastic bag and put inside your child’s backpack and you will be notified it’s there.

For 2’s Class only: Parents should provide enough diapers/pull-ups, wipes and diaper cream (if necessary) for two weeks to be kept at school. These items will not be shared with other children. If your child runs out of these items while in our care, items needed will be taken from preschool supplies and charged to your account. Two year olds should also have two complete changes of clothes including socks.

PLEASE LABEL EVERYTHING ON THE OUTSIDE.

If items are not labeled, your teachers will write with a permanent marker on the outside of each item (especially lunch boxes and back packs!!)

Blanket: For students staying past 12:00 p.m., send a blanket no larger than twin size to be used during nap/rest time. We provide a nap mat or cot for comfortable resting. You may also send a personal sheet (crib size for 2’s/twin size for 3’s and 4’s.) Your child’s sheet and blanket will be sent home at the end of each week for laundering. Kinder children do not nap.

Backpack: Please provide a backpack for your child’s belongings such as snack, lunch (if applicable), and extra clothes. It is SUPER important that it has your child’s name on the OUTSIDE.

Treasures from home: No toys or other personal items should be brought to school or stored in his/her backpack. This includes stuffed animals, electronic games, sunglasses, books, etc... There will be times when certain items are permissible because of a teacher’s request.



Lunch, Snacks & Parties

Parents are responsible for sending all snacks and food for his/her student(s)

We are an **Empower Kids** preschool where children are taught good nutrition and encouraged to eat healthy foods.

State of Arizona nutritious food guidelines for snacks/lunch

Snacks

Preschool ½ day children need one snack per day. The snack must include at least two servings of the four food groups. For example: ½ bagel & ½ cup 100% juice

Full-day and Extended day Students – need two snacks and a lunch. One snack for morning, a lunch, and one afternoon snack. The snack should include at least two servings of the four food groups.

For example: Morning snack – ½ cup orange juice & string cheese

Afternoon snack – ½ cup pineapple chunks & a rice cake

Lunch

The following is an example of one meal serving for preschools:

1. ½ cup of milk
2. ½ cup of vegetables or fruit or 100% fruit juice
3. ½ slice bread
4. Meat – ½ oz. meat or ½ oz cheese
or ½ egg or ¼ cup yogurt or ½ oz nuts or 1 tablespoon peanut butter.



DO NOT SEND: soft drinks, kool-aid type drinks, candy, cookies, pudding, muffins, cupcakes or any other snacks with high sugar content.

A list of nutritious snack suggestions is included in this handbook.

Please use an ice pack in your child's lunch box for items that need to stay cool. We do have a small refrigerator in each room; however space is limited for lunches. Also, each child is required to have a LABELED, refillable water bottle each day already filled when he/she arrives. LABEL CLEARLY!!



2-year ½ day children need at least **two** small snacks.

Lunch must include three servings of the four food groups.

For example: ½ meat sandwich (this includes the bread & meat groups), & ½ cup milk.

Note: Serving sizes may be increased if needed to satisfy the child's appetite.

Lunch, Snacks & Parties continued. . . .

Note: Teachers will heat up food for items that take 90 seconds or less. Please do not send frozen dinners or soup.

Lunch: Full-day students must bring their own nutritious lunches, eating utensils and drinks. It is better to send too much food than not enough. We will not throw away leftovers, so you'll always know how much was eaten. **Please include forks and spoons when necessary!**

Lunch time is scheduled, so your child will be expected to sit and eat with other children in his/her class at the same time. In other words, he/she will not be able to roam around with food or "graze" whenever he/she desires. If he/she refuses to eat during lunch time, his/her entire lunch will be packed up and saved. It will be offered again after rest time during afternoon snack.

We will not force a child to eat or punish/withhold privileges from a child who doesn't eat. Often eating with a group of children is a new experience and might make him/her nervous and "not hungry." Please be understanding both of your child and the class schedule. Most children adjust after a short period and end up enjoying their social lunch time.

Special Dietary Needs or Food Allergies: Even though each student will bring his/her own lunch and/or snack, Calvary North Preschool/Kindergarten still needs to be informed of any special dietary needs and/or food allergies a student may have. This information should be written on the emergency form and will be given to each teacher and posted in each room.

At this time, our school IS NOT a peanut free facility. PB&J are okay!

Party Food : State health regulations will not allow children to be served home-baked items.

However...food for special occasions may be served as long as the containers are unopened and in the original packaging. Classes will have various parties, and teachers will give parents special instructions for each situation.

If you would like to celebrate your child's birthday during the year, please consult with your teacher. We don't want to disappoint your child and tell him the class can't have the cupcakes he brought because the teacher can't allow it (allergy in class; too much sugar creates preschool "monsters" and a variety of other reasons). Most teachers send sugary snacks for birthdays home at pick up.



Communication



Calvary North Preschool uses several ways to communicate.

1. Parent orientation; Orientation quiz for families who after school start
2. Parent handbooks on-line at Calvarynorth.com, click “school”
3. School calendar is given at orientation/registration and is on-line. We also keep printed copies in the office, if yours is lost.
4. Hand-written notes/progress reports for the day from teachers
5. Email from the director/teachers
6. Notices posted on classroom doors
7. Brightwheel app messages
8. Monthly newsletter from teachers
9. Verbal information
10. Phone call/text message
11. Parent/teacher meetings
12. Family conferences with director

PLEASE PAY ATTENTION . . . IT IS THE KEY



If you don't take time to be informed,
we will not be held responsible for your
lack of effort to know what is happening
in your child's classroom and school.

DON'T BE THIS PARENT

“I showed up at preschool to drop off my child, but the school was closed.” See #3

“I don't know how my child's day went. He says they didn't do anything.”
See #4, 7, 9

“I didn't know I had to pay tuition over the Christmas break.” See #2

Drop Off & Pick Up

Students must be signed into and out of preschool on each day of attendance. Failure to do so will result in a \$5 charge for each neglect to sign in AND sign out

Steps to follow

1. Go to your child's classroom door
2. Scan the QR code on the door (any door will work – codes are all the same)
3. Each person authorized for pick up will have his/her personal pin number
4. Children attending half-day (8:30 am – 12:00) need to wait for the door to be opened – **DO NOT KNOCK IF YOU ARE LATE OR EARLY!**
Full-day children registered for early stay (7:00 am – 8:30 am) or Late stay (noon – 6:00 pm) are allowed to knock only during Early or Late stay hours. DO NOT KNOCK between 8:41 a.m. – 12:00 noon
5. Briefly let the teacher know of any special circumstances for the day such as early pick up, child is on antibiotics, did not sleep well, he/she has milk in lunchbox today, etc...
**Please save longer conversations for a scheduled conference, phone call or email with the teacher.
6. If your child has a difficult separation time (crying, clinging to you), please give him/her a kiss/hug, assure him/her of your return, make sure the teacher is watching, then leave. Please **DO NOT** “hang around” for longer than 5 minutes. It will make the situation worse for your child, the other children, your teacher and you. We will call if he/she doesn't settle down quickly.
7. If you arrive with your child later than 8:40 a.m. for drop off, the class door will be closed and locked. **DO NOT KNOCK.** You will need to go to the office for the administrative assistant to let you inside the room. You will also be charged \$1 for each minute you are late dropping off.



Drop Off & Pick Up continued . . .



8. For pick up, repeat steps #1 – 4.
You will receive a brief written report of your child's day. Please don't monopolize the teachers' time by having a longer than 2 minute conversation. When a teacher is distracted by parents, other children take advantage and often get into trouble!

9. If someone other than a parent needs to drop off or pick up a child, the person must be named on the child's emergency form. A signed note giving someone else permission to sign out a child is also acceptable as long as he/she is at least 18 years old with a picture ID. In the event of extenuating circumstances when no note could be written ahead of time, and the parent is unable to pick up, the parent may email the director and give the information of person to pick up his/her child. That person must be at least 18 years old with picture ID.

FAQ: Why do I have to do this? I am often in a rush to get to work or drop off my older children at school.

Because it is a rule for our license with the state of Arizona

Because it is a record of attendance

Because it is used for billing in case you are late for pick up or drop off

Because it proves your child is eligible for a make-up day

Because it shows WHO is picking up in case we need to reference it



Illness Policies

FACT: Preschool and kindergarten children get sick no matter how much cleaning and sanitizing is done in our facility.

Your best defense:

1. Teach your child how to wash his/her hands properly. Don't send him into the bathroom and assume he will do it well. Practice with him as much as possible!
2. Keep his/her nails cut short and make sure under nails are clean

Director/Teacher Discretion in Accepting Children at the door:

While we understand the hardship of keeping a child home or finding other arrangements for a sick child, especially for working parents, it is inconsiderate to the child, teachers and all his/her classmates to bring a sick child to school when he/she is not feeling well or has not made a complete recovery.

If a child has any of the below-described symptoms or any other physical manifestations that give the director/teacher cause for concern, we may refuse to accept the student into the classroom for the day. If a child develops symptoms while in our care, we will separate that child from the other children and contact you to pick up your child.

Fever – Body temperature of 99 degrees Fahrenheit or higher

Runny Nose – Green or yellow colored discharge that continues to be produced after being wiped once or twice (clear is okay if it is a result of allergies).

Cough – wet or dry cough for prolonged periods. In other words, cough every 5-10 minutes or almost constantly during nap time. Coughing after recess (not asthma related)

Diarrhea – runny and soft bowel movement causing an accident. (Even if the diarrhea is caused by a medication.)

Vomit – Anything your child discharges from his stomach will result in a call for pick up. Even if it is a “gag reflex,” or he causes himself to vomit by excessive crying or as a reaction to a food he doesn't like, you will need to pick him up.

Rash – raised bumps or patches of irritated or itchy skin or bumps with pockets of puss (not psoriasis or sun-sensitive skin)

Eye redness and discharge – gunk in eyes that is irritating or itchy.

Illness/Medication Policies continued

When can my child return to school after an illness?

Children are not allowed into the classroom until free of symptoms for at least 24 hours.

This means WITHOUT fever reducing medicine.

Once your child has gone 24 hours without symptoms, you need to keep him/her home for ANOTHER 24 hours to make sure she/he is well.

In other words, 24 hours without:

Coughing, fever, diarrhea, vomiting, irritated/red eyes, rash, etc...

Then keep him/her home one more day to be sure your child is well.

Medication:

Calvary North Preschool will not administer medicines, prescription or non-prescription, to an enrolled student. The exception is life-saving medication such as an Epi-pen or inhaler when a permission slip is completed and on file in the office. All teachers and director are CPR/First aid trained, but we do not employ a nurse on campus.

Guidance & Discipline with Grace Suspension & Dismissal

Acceptable Discipline & Guidance

Staff and Director will:

- a. Maintain consistent, reasonable rules and limitations for a child's behavior that teaches, models, and encourages orderly conduct, personal control, and age appropriate behavior.
- b. Explain to a child why a particular behavior is not allowed, suggest an alternative, and assist the child to become engaged in an alternative activity.

Unacceptable Disciplinary Methods

Staff and Director will not engage in the following:

- a. A method of discipline that could cause harm to the health, safety, or welfare of a child;
- b. Corporal punishment;
- c. Discipline associated with:
Eating, napping, sleeping, or toileting; medication; or mechanical restraint; or
- d. Discipline administered to any child by another child.

Separation or Time-Out

Staff and Director may separate a child from other children for unacceptable age appropriate behavior if:

- a. The separation period is for no longer than three minutes after the child has regained control or composure, and
- b. The staff member does not allow a child to be separated for longer than five minutes without the staff member interacting with the child.

Suspension/Dismissal/Expulsion

In the event that a child has repetitive behavioral/social issues with little or no changes after attempts of appropriate discipline, the director has the authority to immediately suspend a child by calling the parent for early pick-up and/or emailing a parent that the child cannot return to class. Time of suspension will be determined by the director as applicable for the problem. Tuition must continue to be paid during time of suspension, but only up to the day of expulsion.

In severe cases of behavioral/social issues where a child has become violent, harmful to himself or other children, verbally abusive, or grossly disrespectful to teachers/director, the director has the authority to dismiss the child/family from Calvary Preschool/Kindergarten permanently with NO PRIOR NOTICE. Tuition must be paid up until the day of dismissal.

Security/Emergency Procedures

Security: Calvary North Preschool considers the safety of your child to be of utmost importance; therefore, in addition to the staff member security screening procedures, we also maintain both interior and exterior security cameras. The director has a live video feed to her office showing the preschool rooms and the campus at all times. No recorded or live information will ever be accessible on the internet or by unauthorized individuals.

If you should have any questions regarding the safety of your child while on the facility premises, please feel free to talk with the director. She will be happy to address any questions or concerns you may have.

Parental Access to Premises is accepted for an enrolled student during normal operating hours. Otherwise, no person will be allowed in the classrooms with students unless he/she is a parent, teacher or special guest with pre-permission from the director.

Emergency and Accident Procedures:

Complete first aid kits are in every preschool room. Director and teachers all have first aid and CPR certifications. After appropriate emergency personnel have been contacted (if applicable), parents will be notified of any emergency and/or accident by the director via text message, email and/or telephone call. The appointed director-in-her-absence will fulfill the director duties if Cindy is not on premises. If the parent can't be reached, another person listed on the emergency form will be contacted.

Staff: Calvary North Preschool staff members are friendly and loving. Our staff considers their time with your child to be a ministry opportunity. All staff members have been background checked, have AZ fingerprint clearance, tuberculosis tested as well as held to other state standards to insure the safety of your child.





Transportation

At this time, Calvary North Preschool **does not** provide transportation to or from our campus for preschool class.

Field Trips: In the event a class schedules a field trip, specific authorization for the field trip must be signed by the parent for the student to participate in the event. The parent or pre-authorized adult must transport the preschooler to the field trip location and back to the school.

Inspection and Licensing Information

Facility Inspection Reports are available for review in the director's office.

In compliance with state regulations, Calvary North Preschool is inspected at least annually and regulated by the Arizona Department of Health Services. Calvary North Preschool is owned and operated by Calvary Chapel – North Phoenix, Inc. Our director's name is Cindy Joiner.

Pesticide Application will take place every month on the last Wednesday. Detailed pesticide information is available for review in the director's office. Parents will be notified by posted sign at least 48 hours prior to pesticide application.

Liability Insurance is available for review in the director's office. Calvary North Preschool carries full liability insurance as required by the State of Arizona.

Snacks/Lunch: What to send and NOT send

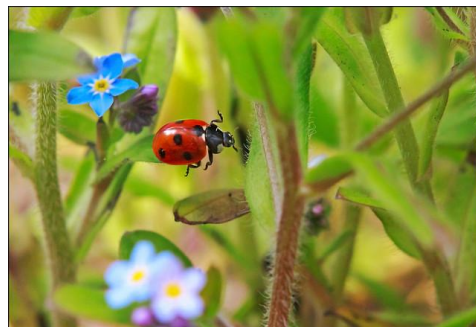
What NOT to send (not a full list)

- Cookies/candy
 - “Little Debbie” type snacks
 - Pop-tarts
 - Jell-O or pudding cups (even if “sugar free”)
 - Lunchables with cookies/candy
 - Fruit Roll-ups
 - “Fruit”/gummy snacks
 - Muffins/cupcakes
- * Soda drinks
 - * Juice boxes or Capri Suns that are NOT 100% juice



Super good snacks/lunch to send

- String cheese/block cheese/sliced cheese
- Yogurt
- Bagel/English muffin
- Tortilla/pita
- Rice cake
- Sandwiches: lunchmeat, peanut butter & jelly, cheese, egg salad...
- Fruit: apple, orange (peeled) pineapple, grapes, pear, watermelon, kiwi, strawberries, banana, raisins, blueberries, blackberries...
- Cheese crackers/saltine crackers
- Raw vegetables: broccoli, cauliflower, carrots, celery, sugar snap peas, cucumbers
- Boiled egg
- Potato salad/Cole slaw
- Chicken leg/wings
- Pretzels/Chex mix
- Nut/trail mix (with no candy)
- 100% fruit juice
- White Milk (no chocolate or flavored)
- Water (plain or vitamin enhanced)



Make-Up Day & “Extra” Attendance

At Calvary North Preschool, we realize the cost of preschool is sometimes a financial sacrifice, so we want you to get your “money’s worth” from our program. One way in which we do this is to offer make-up days under certain conditions when your child is absent.

Since you are paying for a program and not daycare, you are required to pay your tuition regardless of whether the school is closed, your child is out sick, family vacation, etc...(refer to Tuition Policies – pages 9-12). Some absences are planned such as scheduled school closings or your personal plans, but for the inevitable illnesses or unexpected emergencies, the following is the procedure to have your child come on a day he/she doesn’t normally attend in order to make up for the day he/she missed due to illness or closings:

1. Send a Brightwheel message or email to the office when your child is out sick.
2. Fill out the “Make-up Day Request Form” and return to the office no less than 48 hours BEFORE the day you want to make up. (Blank form on last page of this handbook – feel free to tear out and make copies) You may also complete the form and email it to pre-admin@calvarynorth.com
3. We are obligated by the rules of our state license to maintain certain teacher-to-child ratios, so we may or may not be able to accommodate the day you are requesting. You will get a response via email from the administrative assistant. DO NOT just show up to school unless it has been approved!
4. Unfortunately, if your child already attends 5 days per week, there is no way to make up missed days, but tuition must still be paid.
5. Make up days must be requested and attended within 2 months of the absence. If not requested/used, you “lose” those days. They do not build or add up over the year to use whenever you’d like. NOTE: if we did not receive a message or email when your child was out that we can reference, you will NOT be allowed to make up the days.

“Extra” Attendance Days

If you are in need of your child attending an “extra” day (not make-up), you may also fill out the same form and the same rules apply. In the case of extra attendance days, you will be obligated to pay for attendance. It will be billed through Brightwheel.

